



# MINUTES OF MEETING

Friday, February 7, 2020 11:30 AM EXECUTIVE LOUNGE

MEETING CALLED BY	<b>PROCUREMENT SERVICE – INTERNAL BIDS AND AWARDS COMMITTEE 1</b>																											
TYPE OF MEETING	<b>Prebid Conference</b>																											
PROJECT	<b>DOOR TO DOOR FORWARDING AND DELIVERY SERVICES FOR PROCUREMENT SERVICE (PS) DEPOTS AND SUB DEPOTS FOR ONE (1) YEAR</b>																											
REFERENCE NO.	<b>PB 001-2020</b>																											
ATTENDEES	<p><b>INTERNAL BIDS AND AWARDS COMMITTEE 1 (IBAC1)</b></p> <table border="0"> <tr> <td>Atty. Michelle Anne B. Recto, LL. M.</td> <td>Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia Bacal</td> <td>Member (OO No. 008-20)</td> </tr> <tr> <td>Mr. Mark Anthony G. Huertas</td> <td>Member</td> </tr> <tr> <td>Atty. James Callo</td> <td>Observer / OED Representative</td> </tr> <tr> <td>Mr. Jeffrey M. Bertumen</td> <td>TWG / End-user Representative</td> </tr> <tr> <td>Mr. Reygienald L. Nacario</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Rodevie L. Cruz</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Mary Willen DJ. Renomeron</td> <td>Secretariat</td> </tr> </table> <p><b>PROSPECT BIDDERS</b></p> <table border="0"> <tr> <td>Mr. Rodrigo Vallarta</td> <td>F2 Logistics</td> </tr> <tr> <td>Mr. Carlo Bondoc</td> <td>MASAT</td> </tr> <tr> <td>Mr. Rafa Sunga</td> <td>MASAT</td> </tr> <tr> <td>Ms. Grace Rosales</td> <td>RAF INT'L FORWARDING</td> </tr> <tr> <td>Ms. Roche Ecat</td> <td>MSL</td> </tr> </table>		Atty. Michelle Anne B. Recto, LL. M.	Chairperson	Atty. Divina Gracia Bacal	Member (OO No. 008-20)	Mr. Mark Anthony G. Huertas	Member	Atty. James Callo	Observer / OED Representative	Mr. Jeffrey M. Bertumen	TWG / End-user Representative	Mr. Reygienald L. Nacario	Secretariat	Ms. Rodevie L. Cruz	Secretariat	Ms. Mary Willen DJ. Renomeron	Secretariat	Mr. Rodrigo Vallarta	F2 Logistics	Mr. Carlo Bondoc	MASAT	Mr. Rafa Sunga	MASAT	Ms. Grace Rosales	RAF INT'L FORWARDING	Ms. Roche Ecat	MSL
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CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>11:30 AM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. The Invitation to Observers was also presented; however, none of them attended</li> <li>4. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</li> </ol>																											

## DISCUSSION

### I. BID DOCUMENTS

**INSTRUCTIONS TO** - The Chairperson inquired whether all the prospective bidders have

<b>BIDDERS</b>	<p>updated their PhilGEPS Platinum Membership including the Mayor's Permit; All four bidders present stated that their PhilGEPS Certification is updated.</p> <ul style="list-style-type: none"> <li>- MSL: Clarified that in case of a Joint Venture Agreement (JVA), which SLCC is to be submitted and if they need to add the NFCC of the JVA members. <ul style="list-style-type: none"> <li>• <i>The Chairperson stated that any of the members of the JVA can submit the SLCC as long as it complies with the percentage needed. On the NFCC, the chairperson stated that the partner who submitted the financial requirements, should also be the one to submit the NFCC.</i></li> </ul> </li> <li>- RAF Int'l Forwarding: Inquired if the other eligibility documents do not need to be attached in the SLCC. <ul style="list-style-type: none"> <li>• <i>The Chairperson answered that it is in the Bidding Documents: it should be attached. But there are other documents that should be submitted during post qualification to prove that the project actually existed. It is also added that if there are any queries on the bid docs, clarifications should be sent in writing within the deadline.</i></li> </ul> </li> <li>- The PS-iBAC Chair reminded the prospective bidders regarding the location of the Bid Boxes and Dater. They were similarly reminded that in the event that proposals would not fit the bid box, to request assistance from the guards and the PS-iBAC Secretariat.</li> </ul>																					
<b>BID DATA SHEET</b>	<ul style="list-style-type: none"> <li>- It is reiterated that under the Bid Data No. 5.4 that the similar contracts shall refer to <i>any contracts for Freight Forwarding Services.</i></li> </ul>																					
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	<p>NO DISCUSSION</p>																					
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p>NO DISCUSSION</p>																					
<b>SCHEDULE OF REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>- In consideration of the posted Notice of Postponement dated 04 February 2020, below is the amended schedule of the project. The new schedule will be included in the Supplemental Bid Bulletin.</li> </ul> <table border="1" data-bbox="445 1496 1433 1966"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Agency</th> <th>Activity</th> <th colspan="2">Tentative Date and Time of Activity</th> </tr> </thead> <tbody> <tr> <td rowspan="4">PUBLIC BIDDING NO. 001-2020</td> <td rowspan="4">DOOR TO DOOR FORWARDING AND DELIVERY SERVICES FOR PROCUREMENT SERVICE (PS), DEPOT AND SUB-DEPOT FOR ONE (1) YEAR</td> <td rowspan="4">PROCUREMENT SERVICE</td> <td>Pre-bid Conference</td> <td>February 7, 2020</td> <td>10:00 AM</td> </tr> <tr> <td>Opening of Bids</td> <td>February 21, 2020</td> <td>10:00 AM</td> </tr> <tr> <td>Bid Evaluation</td> <td>February 24, 2020 to February 28, 2020</td> <td></td> </tr> <tr> <td>Post-Qualification</td> <td>March 2, 2020 to APRIL 15, 2020</td> <td></td> </tr> </tbody> </table>	Ref. No.	Project Title	Agency	Activity	Tentative Date and Time of Activity		PUBLIC BIDDING NO. 001-2020	DOOR TO DOOR FORWARDING AND DELIVERY SERVICES FOR PROCUREMENT SERVICE (PS), DEPOT AND SUB-DEPOT FOR ONE (1) YEAR	PROCUREMENT SERVICE	Pre-bid Conference	February 7, 2020	10:00 AM	Opening of Bids	February 21, 2020	10:00 AM	Bid Evaluation	February 24, 2020 to February 28, 2020		Post-Qualification	March 2, 2020 to APRIL 15, 2020	
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TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> <li>- RAF Int'l Forwarding: Clarified the Declared Value per truck. <ul style="list-style-type: none"> <li>• <i>Mr. Bertumen stated that the average value per truck is One Million Pesos (P1,000,000.00) to One Million Two Hundred Pesos (P1,200,000.00). In addition, Mr. Bertumen reminded the prospective bidder that the awardee will take care of the insurance and will be liable for any loss or mishandling of the cargo.</i></li> </ul> </li> </ul>						
TERMS OF REFERENCE	NO DISCUSSION						
BIDDING FORMS	- Issuance of Bid Bulletin in line with the Annex C regarding the completed contracts from CY-2012-2018 should be 2015-2019.						
<b>II. OTHER DISCUSSIONS</b>							
OTHER MATTERS	NO DISCUSSION						
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>12: 10 PM</b>						
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Friday, February 7, 2020.						
PREPARED BY	<b>REYGIENALD L. NACARIO</b> Secretariat						
CERTIFIED CORRECT	<p style="text-align: center;">The Procurement Service-Internal Bids and Awards Committee,</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>SGD.</b>  <b>MR. MARK ANTHONY G. HUERTAS</b>  Regular Member </td> <td style="width: 50%; text-align: center; vertical-align: top;"> -ON LEAVE-  <b>MS. MARY ANN G. PEÑAFLO</b>  Regular Member </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>SGD.</b>  <b>ATTY. DIVINA GRACIA B. BACAL</b>  Regular Member </td> <td style="width: 50%; text-align: center; vertical-align: top;"> -ON LEAVE-  <b>MR. JOSEPH CONRAD D. DUEÑAS</b>  Vice Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <b>SGD.</b>  <b>ATTY. MICHELLE ANNE B. RECTO, LL. M.</b>  Chairperson </td> </tr> </table>	<b>SGD.</b> <b>MR. MARK ANTHONY G. HUERTAS</b> Regular Member	-ON LEAVE- <b>MS. MARY ANN G. PEÑAFLO</b> Regular Member	<b>SGD.</b> <b>ATTY. DIVINA GRACIA B. BACAL</b> Regular Member	-ON LEAVE- <b>MR. JOSEPH CONRAD D. DUEÑAS</b> Vice Chairperson	<b>SGD.</b> <b>ATTY. MICHELLE ANNE B. RECTO, LL. M.</b> Chairperson	
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